

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6659100

Investigative Officer 1, Grade 16
Investigative Officer 2, Grade 20
Investigative Officer 3, Grade 23
Investigative Officer 4, Grade 25

Brief Description of Class Series

Incumbents of these positions investigate reported or suspected violations of law, rule or regulation relating to an agency's enforcement, regulatory, compensation award or licensing programs. They use a variety of investigative techniques, including gathering and verifying information, interviewing witnesses and complainants, reviewing electronic and paper documents, and conducting surveillance and undercover activities to obtain information and evidence. They prepare written reports of their findings, which may be used by agency management and law enforcement in support or defense of administrative or criminal charges, the imposition or collection of fines, penalties or other sanctions, and the negotiation of settlements. They may perform other tasks that support compliance with an agency's laws, rules and regulations; and testify at administrative or criminal proceedings.

Investigative Officers are classified in various State agencies and may have Peace Officer status.

Distinguishing Characteristics

Investigative Officer 1: performance level; under the general direction of an Investigative Officer 2 or other higher level staff, independently undertakes investigations requiring the knowledge and interpretation of a substantial variety or body of laws, rules or regulations, organized criminal activity, or fraud to determine and ensure compliance and secure information to take civil and or criminal action. They may also participate in joint agency operations; assist law enforcement in all aspects of an investigation involving multiple entities and violations, provide technical assistance and training and make arrests. In addition to investigative duties, positions issue permits and certificates, and serve revocations, cancellations, suspensions and stop work orders. They may also recommend penalties, collect damages and negotiate settlements.

Investigative Officer 2: first level supervisor; under the general direction of an Investigative Officer 3 or other higher level staff, supervises two or more Investigative

Officers 1, and other staff as assigned; and may be assigned more sensitive or complex investigations requiring greater knowledge and interpretation of the agency's laws, rules or regulations.

Investigative Officer 3: second level supervisor; under the general direction of an Investigative Officer 4 or other higher level staff, supervises two or more Investigative Officers 2 and other investigative and support staff within a unit, or geographical area. May serve as director or assistant director of an investigative program.

Investigative Officer 4: managerial level; under the general direction of higher level staff, manages and directs the operations of investigative units headed by Investigative Officers 2 or 3 in a central, regional or district office. May serve as assistant director or director of an investigative program.

Illustrative Duties

Investigative Officer 1

Performs a wide variety of enforcement, regulatory and licensing investigative activities to gather information and report facts.

Reviews assigned cases or complaints from the public to determine the section of law, rule or regulation that applies and to identify the issues and the types of information needed.

May plan the scope and method of investigation based on office policy, the accessibility of information and the seriousness of the issue.

Meets with and interviews witnesses, complainants, proprietors, prospective licensees and others to obtain information relating to the investigation for enforcement, compliance or eligibility purposes.

May arrest, confine and transport subjects of investigation and process them per established procedures.

Takes statements and affidavits from individuals in an appropriate format, taking care to include a full description of the facts needed to support the investigation.

Identifies and searches public and private documents to locate persons of interest and may question others and follow leads to find such persons.

Reviews documents to extract pertinent information; and verifies information obtained by checking it with other sources.

Visits establishments to review and inspect records, physical surroundings and activity to determine compliance with laws and regulations. May assist employees, employers and others in understanding their obligations and responsibilities under these laws and regulations.

Develops leads and informants; conducts surveillance and engages in undercover work. Uses cameras, recording devices or other equipment as necessary.

Obtains, inventories and safeguards evidence according to agency procedures and legal requirements.

Confers with law enforcement, prosecutors, and other entities to convey and obtain information relevant to an investigation, provides technical assistance and training, and develops and maintains rapport to ensure mutual cooperation in the conduct of investigations.

Participates in joint operations with various levels of law enforcement targeting patterns of non-compliance or violations of laws and regulations.

Prepares factual written reports of information gathered during an investigation; and may recommend an appropriate course of action consistent with findings and agency policy and practices.

Discusses investigative findings and recommendations with supervisor and program specialists.

Assists with witness preparation, and fact and evidence development during hearings and trials.

Testifies at administrative hearings and criminal proceedings regarding the details of investigations and conclusions reached.

Investigative Officer 2

Performs all the duties of an Investigative Officer 1.

Supervises two or more Investigative Officers 1; schedules and assigns cases to subordinate staff based on program priorities and individual workloads and abilities.

Plans scope and method of investigation, and coordinates field activities of assigned staff.

Provides guidance and assistance to Investigative Officers in the gathering and evaluation of information and evidence and the overall conduct of their investigation.

Trains and instructs staff on investigative techniques, preparation of reports, and changes in agency policy and procedures.

Prepares periodic status reports for supervisory and executive staff.

May personally investigate difficult and sensitive investigations and participate in interagency taskforces.

Investigative Officer 3

May perform any duty assigned to an Investigative Officer 1 or 2.

Supervises two or more Investigative Officers 2 and other staff; and determines investigative priorities and staff assignments.

Reviews new directives, procedures, and policies, shares with staff and incorporates into unit procedures.

Reviews the investigative findings and recommendations of staff regarding penalties, prosecutions, and the closing and reopening of cases and makes recommendations to agency management.

Coordinates investigations with other agency staff or external entities including staff and witness testimonies.

Prepares reports detailing unit activities, workload, and staff requirements; evaluates the training needs of the unit for supervisory and management staff.

May oversee the activities of special units, programs or cases.

Investigative Officer 4

May perform any duty assigned to an Investigative Officer 1, 2 or 3.

Plans, directs and coordinates the investigative activities of a designated program including both administrative and technical supervision over all assigned units or geographical areas.

Advises and reports to agency management on investigative and related matters, ensures that program goals and performance standards are met.

Participates in the recommendation, formulation and implementation of agency investigative policies, procedures, practices and guidelines.

Prepares reports detailing unit activities, workload, and personnel requirements; and evaluates the training needs of the unit for consideration by agency management.

Minimum Qualifications

Investigative Officer 1

Open Competitive: five years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitutions: an associate's degree in criminal justice or related field may substitute for two years of qualifying experience. A bachelor's degree in criminal justice or related field may substitute for four years of qualifying experience. Related fields include: law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, and economic crime management.

Investigative Officer 2

Promotion: one year of permanent service as an Investigative Officer 1.

Investigative Officer 3

Promotion: one year of permanent service as an Investigative Officer 2.

Investigative Officer 4

Promotion: one year of permanent service as an Investigative Officer 3.

Attachment

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 12/2021

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Parenthetic Attachment

Investigative Officers perform a wide variety of duties. Investigative Officer parenthetics are classified when the majority of a given position's duties and responsibilities emphasize a particular specialty or body of laws, rules and regulations. Candidates may be required to meet the requirements for Peace and or Police Officer status, and physical/medical standards.

Investigative Officer 2, 3 and 4 (Labor Standards): these positions exist only in the Department of Labor's Division of Labor Standards. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing Labor Standards.

Investigative Officer 1, 2, 3 and 4 (Public Work Wage): these positions exist only in the Department of Labor's Division of Public Work Wage. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing Public Work Wage.

Investigative Officer 1, 2 and 3 (State Insurance Fund): these positions exist only in the State Insurance Fund. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing Workers' Compensation and Disability Benefits.

Investigative Officer 2, 3 and 4 (Unemployment Insurance): these positions exist only in the Department of Labor's Division of Unemployment Insurance. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing Unemployment Insurance.

Investigative Officer 2, 3 and 4 (Workers Compensation): these positions exist only in the Workers' Compensation Board. Incumbents supervise or manage the performance of investigations related to the administration and enforcement of the laws, rules and regulations governing Workers' Compensation.

Minimum Qualifications

Investigative Officer 2 (Labor Standards)

Promotion: one year of permanent service as an Investigative Officer 1.

Investigative Officer 3 (Labor Standards)

Promotion: one year of permanent service as an Investigative Officer 2 (Labor Standards).

Investigative Officer 4 (Labor Standards)

Promotion: one year of permanent service as an Investigative Officer 3 (Labor Standards).

Investigative Officer 1 (Public Work Wage)

Open Competitive: completion of one year traineeship; or five years of qualifying experience* or investigative experience**.

*Qualifying Experience:

Either 1. The required number of years of experience must be in administration of one or more of the following specific area(s):

- Comprehensive on-site construction project management;
- Labor and prevailing wage rate record-keeping, and auditing;
- Payroll administration for a construction business;
- Human resources administration for a construction business;
- Labor relations/union contract administration;
- Commercial and industrial project budgeting, and estimating;
- Construction accounting;
- Technical project inspection, and evaluation;
- Regulatory construction-oriented MWBE compliance;
- Work site safety compliance/reporting; or
- OSHA coordination.

Or 2. The required number of years of experience must be in a combination of administration of one or more of the specific areas identified above and experience in one or more of the following:

- Architecture,
- Landscape architecture/design,
- Drafting,
- Surveying, or
- Construction trade experience: Boilermaker, Carpenter, Electrician, Elevator Mechanic/Construction, Ironworker, Mason, Operating Engineer, Painter, Roofer, Sheetmetal Worker, Heavy Equipment Operator, Welder, Concrete Finisher, Plumber, or HVAC Technician.

** Investigative experience is defined as gathering and securing information and evidence from a variety of sources through independent, non-structured activities including the preparation and submission of detailed narrative reports describing the method of gathering the evidence and the results of the investigation.

Substitutions: an associate's degree may substitute for two years of experience. A bachelor's degree may substitute for four years of experience.

Investigative Officer 2 (Public Work Wage)

Promotion: one year of permanent service as an Investigative Officer 1 (Public Work Wage).

Investigative Officer 3 (Public Work Wage)

Promotion: one year of permanent service as an Investigative Officer 2 (Public Work Wage).

Investigative Officer 4 (Public Work Wage)

Promotion: one year of permanent service as an Investigative Officer 3 (Public Work Wage).

Investigative Officer 1 (State Insurance Fund)

Open Competitive: an associate's or bachelor's degree in criminal justice or related field, or five years of insurance claims investigation experience or professional investigation experience with law enforcement agencies, or seven years of professional investigation experience involving economic or insurance related matters. Related fields include: law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, and economic crime management.

Investigative Officer 2 (State Insurance Fund)

Promotion: one year of permanent service as an Investigative Officer 1 (State Insurance Fund).

Investigative Officer 3 (State Insurance Fund)

Promotion: one year of permanent service as an Investigative Officer 2 (State Insurance Fund).

Investigative Officer 2 (Unemployment Insurance)

Promotion: one year of permanent service as an Investigative Officer 1.

Investigative Officer 3 (Unemployment Insurance)

Promotion: one year of permanent service as an Investigative Officer 2 (Unemployment Insurance).

Investigative Officer 4 (Unemployment Insurance)

Promotion: one year of permanent service as an Investigative Officer 3 (Unemployment Insurance).

Investigative Officer 2 (Workers Compensation)

Promotion: one year of permanent service as an Investigative Officer 1.

Investigative Officer 3 (Workers Compensation)

Promotion: one year of permanent service as an Investigative Officer 2 (Workers Compensation).

Investigative Officer 4 (Workers Compensation)

Promotion: one year of permanent service as an Investigative Officer 3 (Workers Compensation).